Instructions to Set Up Roles

To set up your role/relationship, enter your user id and password at Secure Access Washington https://secureaccess.wa.gov/

Next, select the link 'Claim and Account Center – New! File Quarterly Report'

Select the 'Request Access' button

The next screen you will see is the Access agreement page.

After reading through the information, scroll to the bottom of the page check the box, enter your initials, then click Continue

L&I's Web Site Accessibility Policy

Washington Department of Labor and Industries (L&I) is committed to providing access to all individuals, disabled or not, seeking information on our web site. L&I has adopted the portions of the federal 508 and W3C accessibility guidelines and standards that have the most positive impact on people using assistive technologies.

If you are experiencing difficulty accessing information on this site, we will be glad to send you the information in an alternate format. Please contact us using our Site Feedback form at the bottom of any page and indicate

- The nature of your accessibility needs.
- The URL (web address) of the material you tried to access.
- Your contact information.

We will contact you and attempt to provide the information you sought.

You can also call 1-800-LISTENS (1-800-547-8367) for assistance. TDD users, please call 360-902-5797.

☑ I have read, understand, and agree to the department's access agreement.

Initials pt

Go to the Department of Labor & Industries home page (without completing your profile)   Continue >

The next screen is the screen where you select your type of relationship. For payroll provider, you are looking for the Third Party Representative, which is at the bottom of the page.

| Medical and Vocational Providers | **Vocational providers:** Vocational providers will have access to injured workers' claims where you are the assigned vocational firm

IME providers: Independent Medical Examiners will have access to injured workers' claims where you have been requested by the department to perform an IME. |
| --- | --- |
| PEB Provider | This option allows you to access Provider Express Billing and submit bill files and download remittance advices as well as file acknowledgements. |
| Retrospective Rating Assoc. | Retrospective rating groups will have access to members' claims, accounts, and retro information. |
| Third Party Representative | **Third Party Representative**-Third party administrators will have access to claims, accounts, or retro information for the organizations they represent.
Accountant-Accountants will have access to account information for the organizations they represent. If you are an Accountant you must select to "Activate access" for both the Access Manager and Account Manager roles on the page titled "Change access permissions for: Accountant New" |

Cancel and return to My L&I Secure Access Profile

Click this link, and it prompts you to enter a UBI number. Please enter _YOUR_ UBI number, then click the Request access by Unified Business ID (UBI) button:

IME providers:
Independent Medical Examiners will have access to injured workers' claims where you have been requested by the department to perform an IME.

PEB Provider

This option allows you to access Provider Express Billing and submit bill files and download remittance advices as well as file acknowledgements.

Retrospective Rating Assoc.

Retrospective rating groups will have access to members' claims, accounts, and retro information.

Third Party Representative

Third Party Representative-Third party administrators will have access to claims, accounts, or retro information for the organizations they represent.
Accountant-Accountants will have access to account information for the organizations they represent. If you are an Accountant you must select to "Activate access" for both the Access Manager and Account Manager roles on the page titled "Change access permissions for: Accountant New"

Please provide a UBI (Unified Business ID) access is considered at the UBI level which includes all accounts under a UBI.

111111112   XXXXXXXXX - 9 Numbers

[Request access by Unified Business ID (UBI)]

[Cancel and return to My L&I Secure Access Profile]

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If someone has already been granted access as the access manager, you will need to gain the access from that person. Please call Web Support 360-902-5999 for assistance.

Washington State Department of
Labor and Industries

L&I Home   L&I Secure Access   Logged in as: **Pam Tester**

Request Confirmation

The organization you requested access to is already registered for L&I Secure Access. Only an access manager of your organization can approve your request; approval is not done by L&I. If approved, all access to the data will be recorded and monitored to ensure only authorized access occurs.

Please confirm your request for access. If confirmed, your request will be e-mailed to your organization's access manager(s) for consideration. The access manager(s) will decide the level of your access.

Comments to be sent to access manager(s) in the email

[Yes, request access]   [No, cancel request]

To check the status of your request, please contact your organization's access manager(s).
[View list of your organization's access manager(s).]

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If you are the first to request access, you will see this screen. Just click the yes button.

Washington State Department of
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Register Organization

Relationship: Third Party Representative   Unified Business ID (UBI): 111111114

You are the first person to register for this organization. By adding this relationship, you are setting up your organization for L&I Secure Access and you will automatically be the organization's access manager.

As the access manager you will be responsible for managing access to L&I secure data for users within your organization. When users request access, you will be notified by e-mail to act upon their request. They will not be given access to L&I secure services until you have granted their request.

If you do not wish to be responsible as an access manager for this organization, please select "NO" below, or just close your browser and a more appropriate team member should then register your organization with L&I secure services.

Access Manager Agreement
Each organization must have at least one access manager to manage access to L&I secure services for users. The first user who registers an organization automatically becomes the access manager for that organization. Additional access managers may be added by existing access managers. In addition to the access agreement previously accepted in this registration process, the access manager(s) agree to:

- Be responsible for managing the access permissions for users within your organization.
- Explain to your users that the data is sensitive and they must keep this data secure.
- Remove a user's access when the user leaves your organization or no longer requires access.

Do you want to accept responsibility for being the access manager for your organization?

[Yes]   [No]

On this next screen, enter your business name and UBI number, then enter one of your client account numbers and click 'Continue'

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Create Third Party Representative Relationship

NOTICE: If you are not the **third party administrator** and are attempting to register as such, you may be in violation of State and Federal privacy laws. Such identity fraud perpetrated through the unauthorized use of Labor and Industries' systems shall be prosecuted to the full extent of the law.

All access to data will be recorded and monitored to ensure only authorized access occurs.

Please complete the information below and select Continue. We will mail a letter to the business mailing address on file for this **third party administrator** informing the business you have registered their organization and you are it's access manager. Fields marked with * are required.

*Business name	Your business name	IIIS SI TEST ACCOUNT	
*UBI number	Your UBI nubmer	111111114	XXXXXXXXX - 9 Numbers

*Please enter one of the following for a business you represent:

Retro group ID			XXXXXXXX - 1-8 Numbers
OR			
Account ID	account number of one of your clients	91956800	XXXXXXXX - 3-8 Numbers

[Continue] [Cancel Request]

You have successfully registered. **At this point, be sure to check "Inactivate access" under both the Claim Manager and Retrospective Rating Worker headings to ensure proper filing access.** Now you can click 'Submit Update'

L&I Home | L&I Secure Access | Logged in as: **Pam Tester**

Change access permissions for: Pam Tester

You have successfully registered your organization and you are now the access manager.
Use the options below to establish this user's access to your organization's information.

User Profile

Name	Pam Tester	Status	⦿ Active
L&I Relationship	Third Party Representative		○ Inactive
Organization	LINIIS SI TEST ACCOUNT	Effective	10/4/2008
UBI	ORG-db29c8c3-91bc-4203-bdcc-1f912a3b6ed4		

🔽 **Access permissions**

Access Manager: Active   Effective: 10/4/2008   Ends on:
Users in this role are responsible for managing access for users of your organization but cannot view data in the Claim & Account Center.
⦿ This user is an access manager who can change permissions on other users' profiles.
○ This user is NOT an access manager.

Account Manager: Active   Effective: 10/4/2008   Ends on:
Users in this role can view employer account information in the Claim & Account Center for your organization.
⦿ Activate access with no end date
○ Activate access with the following end date [＿＿＿＿＿＿] MM/DD/YYYY
○ Inactivate access

Claims Manager: Active   Effective: 10/4/2008   Ends on:
Users in this role can view claims in the Claim & Account Center that are associated to your organization.
○ Activate access with no end date
○ Activate access with the following end date [＿＿＿＿＿＿] MM/DD/YYYY
⦿ Inactivate access

Retrospective Rating Worker: Active   Effective: 10/4/2008   Ends on:
Users in this role can view retrospective rating group information in the Claim & Account Center for your organization.
○ Activate access with no end date
○ Activate access with the following end date [＿＿＿＿＿＿] MM/DD/YYYY
⦿ Inactivate access

[Submit Update]   [Finished]

Now, you can click the 'Return to Application' link, and start filing.

Washington State Department of
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L&I Home | L&I Secure Access | Logged in as: **Pam Tester**

Congratulations

Congratulations! You have successfully registered for L&I Secure Access

Note: For security purposes, L&I Secure Access does not provide you with a comprehensive list of claim numbers or account IDs that you can or cannot access. It is your responsibility to keep track of this information.

What would you like to do next?

Go to My L&I Secure Access Profile

Go to your organization's Manage User list

Return to Application

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